

	<b>LOS LUNAS POLICE DEPARTMENT</b>	
	PERSONNEL	NUMBER :
	PER.03.0 1	
	EFFECTIVE DATE: November 15, 2017	
SUBJECT: Compensation, Benefits, and Conditions of Work		REVIEW DATE: January 18, 2018
AMENDS/ SUPERSEDES :		NMSA :
		APPROVED BY CHIEF OF POLICE NAITHAN G.

NMMLEPSC STANDARDS

PER.03.01- PER .03.06

GURULE\_/- =-----"-s-=/!-j-\_.J)

l\_

Signature

1

All compensation, benefits, and conditions of work will fall under the current Village Policy Manual.

#### I. SALARY PROGRAM

All salary levels will be in compliance with current Village pay plan.

- A. Entry level salary for the agency;
- B. Salary differential within ranks;
- C. Salary differential between ranks;
- D. Compensatory time policy;
- E. Overtime Policy

#### II. LEAVE PROGRAM

- A. Administrative leave
- B. Holiday leave
- C. Sick leave
- D. Vacation (annual} leave
- E. Bereavement leave

#### III. PERA

- A. Retirement program
- B. Health insurance program
- C. Disability and death benefits program
- D. Liability protection program
- E. Employee educational assistance program



#### IV. STATEMENT OF PURPOSE

The purpose of this policy is to provide all employees with guidelines concerning proper clothing, uniform, and grooming requirements when on duty or when representing this agency in any manner.

#### V. POLICY

Employees of this agency are Customer Service Representatives of the Village of Los Lunas and in that capacity, it is very important that all employees, both sworn and non-sworn, present a professional image to the public. It shall be the policy of this agency that all employees will consistently maintain a neat and clean appearance at all times during the performance of Official duties or at any time, that he/she is representing this agency in any manner.

#### VI. PROCEDURE:

##### A. GROOMING

1. Employees will keep their persons clean and sanitary by practicing the following:
  - a. Bathing or shower daily and practicing good hygiene.
  - b. Wearing clean clothes that are free of unpleasant odors.

##### B. FACIAL HAIR

Facial hair is permitted for officers with permission of the Chief of Police. All facial hair shall be clean, neatly trimmed, and will present a professional appearance. Full and partial beards, to include goatees, are permitted; however, patchy, spotty clumps of facial hair are not considered beards and, as such, are not permitted.

Permission to wear beards, mustaches, and goatees may be withdrawn by the Chief of Police at any time.

##### C. HAIRSTYLE

1. Hair will be neat and clean in appearance at all times.
2. While on duty and in uniform, male Officers will keep their hair trimmed according to the following guidelines:

- a. The back will be neatly tapered, rounded, or squared and may extend down to the top of the collar.
  - b. The length of the hair in front will not fall lower than one half inch above the tops of the eyebrows.
  - c. The length of the bulk of the hair on the sides will not extend lower than half way down the ear.
  - d. Sideburns may extend downward to the bottom of the lowest part of the ear, but not below.
  - e. Sideburns will not be flared or any wider at the bottom than their natural width at the top.
- C. While on duty and in uniform, female Officer's hairstyle shall be worn according to the following guidelines:
  - 1 Hair will not extend below the bottom of the collar.
- D. Female Officers working in non-uniform positions may wear their hair in a style that is not as restrictive; however, the hair should be worn in a style and color that is non-offensive to the general public.
- E. Civilians' hair will be neatly styled, trimmed, and well kept. It will not be of a style, length, or artificial color, which is offensive to the general public.
- F. Any employee whose current assignment may require any deviation from the above procedures, such as plain clothes undercover work, may make a request to the Chief of Police for approval of an exception. The said approval will automatically expire upon completion of the assignment.

## **VI. UNIFORMS AND EQUIPMENT**

- A. All personnel will be held personally accountable for the return of all Department issued uniform items. No issued item is to become the property of any individual; all remain the property of the Department.
- B. Items lost or damaged during Law Enforcement activities will be reported to the Chief of Police through the chain of command as soon as possible. It is the responsibility of all officers to replace lost Department property at their own expense.
- C. Replacement of items of personal purchase, which are lost or damaged in Law Enforcement activities, will be determined on a case-by-case basis.

- D. Property lost or damaged as a result of Law Enforcement activities in connection with the arrest of an individual will be promptly reported, replacement costs determined, and the Officer involved will include, during prosecution of the individual, a request to the courts that any sentence include reimbursement of costs to the Department.
- E. All Officers will be issued a body armor vest and carrier for use. All Officers assigned to routine uniformed field duty are required to wear body armor vest on duty unless there is a medical issue or approval from the Chief of Police. Wear will be required for all personnel participating in raids, any barricade, or hostage situation, firearms qualifications or in any situation deemed appropriate by the Chief of Police.
- F. All Officers will be issued a clothing allowance on a bi-annual basis. With the allowance, officers will be responsible for all equipment, uniforms, jackets and boots. This is subject to change due to budget constraints at the Chief's discretion.

VII. **UNIFORM REQUIREMENTS**

- A. **Approved Uniform : ANY CHANGES TO THE UNIFORM MUST BE APPROVED BY THE CHIEF OF POLICE. (revised 11/15/17 via directive)**
  - 1. **Pants/Shirt - Navy Blue Polyester or Polyester/Cotton Blend**
  - 2. **External Body Armor Carrier is optional.**
  - 3. **Special Event Shirt is for overtime ONLY, to include 100 Days/Nights, STEP, DUI Checkpoints, etc.**
  - 4. **Navy Blue Shorts for Special Events.**
  - 5. **All uniform clothing items will be clean and pressed.**
  - 6. **All uniform clothing items will not be torn, frayed, or patched.**
- B. All leather items, belt, holster, handcuff case, etc. will be issued; they will be black in color and style as determined by the Chief of Police.
- C. All silver or brass items will be clean and properly polished.
- D. When in uniform, all pieces of the uniform and all uniform equipment will be worn.
- E. Shoes or boots will be black in color and styles as determined by the Chief of Police, and will be shined/polished appropriately on a regular basis.
- F. Socks that are exposed will be an appropriate color that matches the uniform.
- G. Caps are optional for normal patrol duties.

- I. Officers may put a hash on the left sleeve of their long sleeve uniform for years of service. One hash would equal two completed years of law enforcement service in the State of New Mexico.

**IX. COURT APPEARANCE**

- A. The Police uniform is authorized dress for any court appearance.
- B. If off duty, employees shall either wear the uniform or appear suitably attired in civilian clothes.

**X. NON-UNIFORM APPEARANCE**

- A. Officers assigned to plain clothes duties will have their dress codes dictated by their supervisor based on their assignments.

**XI. NON-SWORN PERSONNEL**

- A. All non-sworn personnel whose duties require that they interact with the public will appear suitably attired in civilian clothes.
- B. All non-sworn employees who do not interact with the public in the performance of their duties will dress casually as directed by the Chief of Police and depending on the type of work performed.
- C. Any non-sworn employee subpoenaed to appear in a court of law shall dress appropriately as outlined in {Section B, IV) above.

**XII. BODY MODIFICATION/PIERCINGS**

- A. All police department employees are prohibited from displaying any body art, brand(s), intentional scarring, or mutilation while on duty or representing the Los Lunas Police Department.
- B. Any current member with existing body art, brand(s), intentional scarring, or mutilation which is visible will have the following options:
- C. Members will cover visible body art, brand(s), intentional scarring, or mutilation by wearing an approved uniform, or approved non-uniform clothing, i.e. long sleeves, turtle necks, other approved clothing which covers the brandings, or scarification.
- D. Tattoos must not be offensive, racist, indecent, or otherwise inappropriate. Tattoos located on the head, face, neck or above the collar, whether covered or

not, are prohibited.

- E. Female officers may wear earrings in each ear. Earrings that detract from the professional appearance of the uniform may be restricted from use by the Chief of Police or his designee. Male employees are not permitted to wear earrings of any type while in uniform or while on duty unless authorized for undercover operation(s). No visible piercings are permitted while members are on duty, except as outlined above for earrings. The visibility standard applies to piercings within the mouth since the piercing will be visible when the member speaks.
- F. Willful violation of this policy shall include. reprimand, suspension, and or termination.
- G. The Chief has the final discretion on this matter.

### **XIII. PHYSICAL FITNESS**

General health and physical fitness is a voluntary requirement. If the officer chooses to participate in a fitness program the Department will allow sworn employees to drive their city owned vehicle to a health club in the village limits only, before or after any assigned duty.

### **XIV. MEAL/BREAKS**

Employees may be permitted to take their breaks according to the following guidelines:

- A. Supervisor approval is obtained to do so at the time requested.
- B. Lunch/ dinner breaks will be thirty (30) minutes not to exceed one (1) hour.
- C. Breaks will not exceed fifteen {15} minutes.
- D. All breaks are taken within the Village limits, unless personnel are out of the Village limits due to training or work related business.

Lunch/ Dinner:

Employees may be permitted one (1) lunch/ dinner break. Lunch/ dinner breaks cannot be taken until approximately the midpoint of their shift, unless prior approval is obtained by the supervisor due to the inability to take a lunch/ dinner break at the midpoint of the officer/shift. No breaks are permitted within the first hour of the shift.

No more than two (2) on-duty patrol officers will be allowed to take their lunch/ dinner break at the same time. The only exception will be when personnel are involved in training, class or other job related activity. Supervisors will use their

discretion assuring there is adequate coverage on patrol at all times when two (2) patrol officers take their lunch/ dinner break at the same time.

**Breaks:**

Employees may be permitted two (2) breaks not to exceed (15) minutes during their shift. Breaks may be permitted within the last hour of the shift if approved by the supervisor due to the inability to take a break during the usual break time. No more than two (2) on-duty patrol officers will be allowed to take their breaks at the same time.



u